

Client Fill-In Genevieve Summers & Matthew Hort

Friday 9/18/2026

CustomerID	091826CH	EventID: 11807	Adults	125	Ceremony Time - WG	5:00 PM	Cake Cutting Time - K	7:45 PM
EventDate	9/18/2026		Children	1	Indoor Bar Opens - C	5:30 PM	Indoor Bar Closes - C	11:30 PM
Client	Genevieve Summers & Matthew H		Other	0	Seat Guests - Ring Bell	6:15 PM		
Banner	Genevieve & Matthew				Rolls on tables when g	6:15 PM		
Room(s)	CH ROOM		SeatCnt	126	Salads served at tables	6:15 PM		
MainContact	Aunt Carrie c 248-802-5464		PrepCnt	126	Bride & groom grand	6:40 PM		
BarContact	fob Joe c 248-207-5928				Dinner Time - KIT	7:00 PM		

Carriage House

Set Up OF ROOM

Headtable:Table Sizes Needed	1-4ft / 2- 8ft
Number of Chairs at Head Table	18
Large Floor-Easel in Entry	1 Floor Easel

BAR - SETUP

Event Insurance Company	EVENT HELPER
Event Insurance Policy #	# 3DS5477-M4648242
Non Alcoholic Beverage Service	Yes
BAR CONTACT Name & cell:	fob Joe c 248-207-5928
Indoor Bar Opens	5:30 pm
Indoor Bar Closes	11:30 pm
# Bartenders Indoor Bar	1- 8hr
Outdoor Bar Opens	5:30 PM
# Bartenders Outdoor Bar	2 - 8hr
Beer: # Kegs CH	TBD
Liquor	Yes
Wine: Red at Bar	Yes
Wine: White at Bar	Yes
Toast with whatever guests are dr	Yes
Champagne Bottle at each Table	No
Champagne for Head Table Only	No
Champagne: Pour at Head Table	No
Tip Jar Allowed	Yes
Iced Water, Iced Tea, Lemonade	Yes
Water Pitcher at each Table	Yes

BAR - GLASSES

CH: GLASS Bar through dinner	Yes
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BAR - OUTDOOR ONLY

Outdoor Bar Set-Up	yes
A&L supplying tap for keg	Yes
All Plastic- No glass allowed at o	Yes
Liquor	Yes

EVENT - TABLE INFO

Napkin Color	Rust
Bringing own table numbers	Yes
Children Under 5	Yes
Highchair : Quantity	1
Bringing in own candles	Yes
Wellers Farm Lanterns \$5	N

EVENT - CHINA AND GLASSWARE

Dinner Plates	Yes
Salad Plates	Yes
Olive Oil Plates	Yes
Bread Plates	Yes
Champagne Glasses at All Tables	No
Champagne Glasses at Head Tabl	NO
Champagne Glasses at Head Tabl	NO

EVENT - SPECIAL ITEMS

Carriage House

SALES DISCUSSION

Who is setting up florals?	Family on Thursday
Touch up on Friday	
Who is tearing down at end of ni	Briday Party
Room open for set up day of	2:00 pm
Officiant	Aaron
Discuss floral arrangements:	Yes
Florist	Flowers & Such Sams
Florist must take trash & packagi	yes
Baker	Sams Club
DJ Services	Bash
Holding area for bridal party CH	CH Sunroom
Photographer	Erin
Name of Hotel	None
Shuttle service: Company	None
Shuttle: # of guests	None
Name of Person taking gifts	jeff & Colleen grooms parents
Person getting envelopes	Bringing in box for envelopes
Rehearsal dinner Location?	Salt Brewery
Bartender payments	3

Gazebo

GAZEBO OPTIONS

High-Tops with linen 72" linen	2
Tables with 6 chairs & 72 " linen	4
Skirted DJ table in GZ - 8 ft	Yes
Dance Floor Rental Company	no

EVENT - TABLE INFO

EVENT - SPECIAL ITEMS

Kitchen

EVENT - MENU

Hors d'oeuvres yes or no	Yes
Pass Hors Time	5:30 pm
Hors D'oeuvre	Chicken Quesadilla Trumpets
Hors D'oeuvre 1	Pork Pot Stickers with Ginger Shoyu Sauce
Seat Guests - Ring Bell at this ti	6:15 pm
Rolls on tables when guests are s	6:15 pm
Salads served at tables with rolls	6:15 pm
Bride & groom grand entrance	6:40 pm
DJ Announcing entire wedding p	Yes
AS A GROUP	
Toast Time	6:40
Number people toasting?	2
Time scheduled for toasts	10
Prayer Time	No
Dinner Time	

Kitchen

EVENT - MENU

Menu Name	7:00 pm
Entrée 1	The Feast
	Black Angus Prime Rib with Au Jus
Entrée 2	Lightly Breaded Chicken Breasts with Lemon-Caper Sauce
Starch Side 1	Cavatappi Pasta with Tomatoes, Fresh Basil, Olive Oil and Garlic
Starch Side 2	Garlic Mashed Potatoes with Butter & Green Onions
Veggie Side 1	Roasted Corn with Caramelized Red Onions & Red Peppers
Veggie Side 2	Green Beans with Toasted Almonds
Salad 1	Mixed Green Salad with Dried Cranberries, Feta and Red Onions
Bread 1	Warm Herbed Rolls with Dipping Oil
Walk-about time	7:50 pm
WITH PHOTOGRAPHER	
Cake Cutting Time	7:45 pm
Aunt Carrie c 248-802-5464 ?	
Outside Desserts Display options	
Brining in other desserts from Sams/Costco	
Wellers cake cutting yes or no	
They are cutting the cake and brining in everything	
B&G private photos outside	7:30 pm
First Dance Time	8:30 pm
Late Night Snack Time	9:30 pm
Mulled Cider & Donuts	125

McKay Lower Floor

KR Lower Floor

KRL - Floor Opens	7:45 am
8 am Hair & Make up	
KRL - Floor Closes	4:00 pm
1:00 pm Photographer	
Added Hours	3 hrs @ 35.00
First Look with Father	3:30 pm
3:30 pm Bride & father to Wellers @ 4:45 pm	
First Look with Groom	
4:45 bride & dad to Wellers	

West Ceremony Grounds

CEREMONY - SET UP

Ceremony Time	5:00 pm
First Look at Wellers	
at hospitality house	

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West Ceremony Grounds

CEREMONY - SET UP

Ceremony Rain Plan	In Gazebo
Phone # to call if rains	Andreea: 734-255-9939
Wedding party arrival time	4:00 pm
Ceremony Music Set Up	Dj (no table needed)
REHEARSAL TIME ON THUR	4:00 pm

Decorate 2:00 pm to 4 pm